

**UTAH**  
**TRANSPORTATION ENHANCEMENT PROGRAM**  
**REGISTRATION, APPLICATION**  
**AND INSTRUCTIONS**

ADMINISTRATED BY THE  
**UTAH DEPARTMENT OF TRANSPORTATION**  
*UDOT*

**REGISTRATION OF INTENT TO APPLY DUE DECEMBER 8<sup>TH</sup>, 2006**

**FINAL APPLICATION DUE**  
**5:00PM THURSDAY FEBRUARY 1st, 2007**

SUBMIT FINAL APPLICATION TO:

**ENHANCEMENT PROGRAM ADMINISTRATOR**  
**UDOT SYSTEMS PLANNING AND PROGRAMMING**  
**4501 SOUTH 2700 WEST, THIRD FLOOR**  
**SALT LAKE CITY UT, 84119-3600**

## INTRODUCTION

Any individual in the State of Utah may submit an application. To be funded, a Lead Sponsor that is a legal public agency or nonprofit organization must sponsor the project. Co-Sponsors are not bound to this requirement. UDOT will consider requests to be the Lead Sponsor or Co-Sponsor for projects located on UDOT Right-of-Way or property. Other State agencies have sponsored Enhancement projects as well.

The Enhancement Advisory Committee (EAC), comprised of 15 to 20 people from across the state, receives 50 to 75 applications every year. From this pool of applications, the EAC determines a “recommended funding list” of projects. The UDOT presents these recommendations to the Utah Transportation Commission for approval and inclusion to the “Statewide Transportation Improvement Program” (STIP). A formal public comment and approval process is then required with the local Federal Highway office responsible for final approval. Pending completion of this process, funding for projects to proceed is available annually at the start of the federal fiscal year, October 1<sup>st</sup>.

12 activities are eligible for funding under the Transportation Enhancement Program listed below. Any proposed project must address one or more of these activities:

1. Provision of facilities for pedestrians and bicycles.
2. Provision of safety and educational activities for pedestrians and bicyclists.
3. Acquisition of scenic easements and scenic or historic sites.
4. Scenic or historic highway programs and provision of tourist and welcome center facilities.
5. Landscaping and other scenic beautification.
6. Historic preservation.
7. Rehabilitation and operation of historic transportation buildings, structures, or facilities.
8. Preservation of abandoned railway corridors, including their conversion and use for pedestrian or bicycle trails.
9. Control and removal of outdoor advertising.
10. Archaeological planning and research.
11. Environmental mitigation of runoff pollution and provisions related to wildlife connectivity.
12. Establishment of transportation museums.

There are additional requirements to be met by all projects. Every project must result in a fully completed and functional project for use by the general public, or by a large segment of the public, on a not-for-profit basis. Enhancement funds will be considered for construction and reconstruction of transportation facilities only if they go beyond what is normally required for Federally-Funded projects. Mitigation required by federal regulation or activities included as environmental commitments in a transportation project are not eligible for funding under this program. Mitigation that exceeds federal requirements or retrofit projects intended to mitigate impacts of existing facilities may be eligible. Enhancement funding is available only for capital improvements or establishment of eligible project operations. Long-term maintenance and operation is the responsibility of the Project Sponsor. Enhancement projects will be evaluated in part on their potential for long-term stability.

## REGISTRATION AND DRAFT APPLICATION REVIEW

Registration is required prior to submitting a final application. UDOT recommends that you register by October or earlier. This allows time to act on recommendations that can potentially strengthen your application.

To register your intent, please fill out as much of the application form as possible and collect any additional information such as, illustrations, aerial or other photos to communicate your idea that you feel is important. This will be your draft application for registration. It is helpful but not necessary to have preliminary cost information as UDOT may recommend significant changes and can provide cost estimating resources. Once you have filled out a draft of the application form, e-mail or mail your draft application and make a follow up phone call to schedule an appointment or tele-conference with the Enhancement Program Engineer listed below to receive a proposal number and additional UDOT resource information that you will need. Allow two to seven working days for review of your draft application and registration.

George Deneris, P.E.  
Local Government Programs  
UDOT  
4501 South 2700 West  
Salt Lake City, Ut 84119  
801-957-8520  
[gdeneris@utah.gov](mailto:gdeneris@utah.gov)

The Sponsor(s) is ultimately responsible for the project. Sponsors have the option to hire a Consultant Engineer for their application in the concept phase but this is not required. The UDOT staff is willing to provide concept level advice to help you identify potential high risk elements within your proposal that may preclude it from being recommended to the Utah Transportation Commission for funding. Contact with the UDOT Central and Regional offices during final application preparation is also recommended for all applicants and is required if any of your proposed project enters or is within 200 feet of a UDOT right of way at any point.

Please call first if you are not sure regarding proposals that are not clearly related to surface transportation or clearly not one of the current eligible twelve categories for enhancements as currently listed as they may not be allowed to register and apply. Proposals that are not bike-Pedestrian or highway landscape related, should call promptly to receive recommendations on filling out the application form and obtain contact information of UDOT or State staff with special expertise that you may find helpful in directing your efforts. Though there are no formal requirements or page limits at this stage, the UDOT requests that you try to be concise with your information. UDOT recommends that you continue to check for revised application instructions posted on the UDOT web page Local Government section or by contacting the Enhancements Program Engineer.

The UDOT Region Preconstruction Divisions may provide concept level comments on the draft application if resources are available. Contact information for the Region offices is provided at initial registration. Please schedule any concept review with the UDOT Region office at least two weeks in advance. Comments provided by the UDOT staff are only recommendations the applicant should consider prior to submitting the final application. The EAC and central UDOT office is copied on these comments as well.

## **Application Requirements**

All applications must have a registration number to proceed with final submittal. Some application sections are limited in space as noted. The complete application is limited to 17 pages and three appendices as provided. Text in blue italics may be deleted to maximize application text information.

### **Application Submittal**

***Required - Submit one CD of the completed application,***

***Required - One printed original application,***

***Required - Three application hard copies.***

***All printed material submitted shall be 3-hole punched for standard three ring binders prior to submission. Submit one CD WORD file format of your proposal body with excel spread sheet files in appendix A in the form indicated to support section 8.2 Cost Estimate Summary. (Do not submit any printed originals or copies in binders). FAXED applications will not be accepted.***

Applications will be accepted until **Thursday, February 1st, 2007, 5:00 p.m.** Applications submitted by **mail** must be received by the deadline and may be personally delivered or sent by **UPS, Federal Express, or other courier** to:

ENHANCEMENT PROGRAM ADMINISTRATOR  
UDOT SYSTEMS PLANNING AND PROGRAMMING  
4501 SOUTH 2700 WEST, THIRD FLOOR  
SALT LAKE CITY UT 84119-3600

A resource list is provided to the applicant at registration to assist during final application preparations. If you need assistance with registration, please contact;

George Deneris, P.E.  
Local Government Programs  
UDOT  
4501 South 2700 West  
Salt Lake City, Ut 84119  
801-957-8520  
[gdeneris@utah.gov](mailto:gdeneris@utah.gov)

### **Statement of Intent to Fund and Maintain**

“Statement of Intent to Fund and Maintain” in the application, is a commitment by the Sponsor to fund the required match, pursue project implementation and maintain the finished project, and to guarantee the required match will be available. The Statement of Intent certifies that the Sponsor will maintain and assume legal liability for the project and adhere to all applicable Federal, State, and local laws and ordinances including, but not limited to, environmental, labor, civil rights, and fiscal management standards. Projects must be for use by the general public on a not-for-profit basis. When a project is co-sponsored by two or more agencies, *only one agency acting as the primary sponsor should submit a Statement of Intent.* Assignment of responsibilities between co-sponsors may be by a separate agreement between the primary sponsor and others.

## **Schedule and Reasonable Progress Policy**

All applicants must submit a schedule of project implementation. For non-traditional or education projects, the applicant should indicate major milestones that identify how funds can be fully expended by 30 months after STIP approval. Traditional transportation project schedules must support advancing to each milestone within the maximum time frame defined here in. Time starts at approval of the first STIP listing this project in a funded year and the project receiving a federal project number from UDOT. The primary sponsor or LOCAL AUTHORITY will keep UDOT informed as to any delays and/or unforeseen conditions that may hinder the project's progress. If a project falls 6 months behind the maximum time allowed at any point in development, UDOT's Programming Division will contact the LOCAL AUTHORITY requesting information as to the cause of the delays. The LOCAL AUTHORITY will be required to reply in writing within 30 days as to the project status and recovery plans for tasks under the LOCAL AUTHORITY's control.

### **Policy Enforcement**

When a project cannot meet the Implementation Milestones Schedule at any phase, the LOCAL AUTHORITY may request approval of a one-time project re-schedule and must provide written justification to UDOT for why the project has fallen behind schedule. Information will include: Project status; current phase of project implementation; and funds obligated and spent on the project.

When a project falls 12 months behind the currently approved Implementation Milestones, the UDOT in conjunction with the MPO, if applicable, may recommend one of these options concerning the project: (1) Reprogram the project from a funded year to a concept development year on the STIP; (2) recommend a change of scope and or funding for the project as needed; (3) hold funding approval of LOCAL AUTHORITY's future Federal Aid projects pending re-establishment of timely progress on this project. If the LOCAL AUTHORITY is non-responsive in implementing a recovery plan and schedule at any phase, a recommendation to remove the project from the STIP will be made to the Transportation Commission. This action may require the LOCAL AUTHORITY to repay any federal funds spent on the project. Repayment of funds would be required prior to programming any future projects to the LOCAL AUTHORITY. All changes to the STIP are subject to the Transportation Commission's approval.

# UTAH TRANSPORTATION ENHANCEMENT APPLICATION

## **SECTION-1 APPLICATION REFERENCE INFORMATION**

07-PTE # \_\_\_\_\_ (assigned by UDOT at Registration of Intent)

Registration Date: \_\_\_\_\_

Date Approved: \_\_\_\_\_

### **1.1 NAME OR TITLE** (90 character maximum)

*When applicable include location, start and end limits in the name or title.*

### **1.2 PROJECT LOCATION AND LENGTH** (120 character maximum)

*State information regarding your project starting point, route, direction, project end point or project area affected, and length.*

### **1.3 PROJECT SPONSOR(S)** (list all sponsors and co-sponsors)

Lead Sponsor: \_\_\_\_\_

Co-Sponsor(s): \_\_\_\_\_

### **1.4 APPLICATION CONTACT PERSON(S)**

(1) \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

(2) \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### **1.5 Funding Request:**

**A= FEDERAL FUNDS REQUESTED = \$ \_\_\_\_\_**

**B= ALL CASH REQUIRED PLUS FLEX (SOFT) MATCH = \$ \_\_\_\_\_**

**SPONSOR MATCH =  $B / (A+B) \times 100\%$  = \_\_\_\_\_ %** *Example – for a project size of \$625,000 that meets the minimum match is:  $\$125,000 / (\$125,000 + \$500,000) \times 100\% = 20\%$ . The maximum funded project size is \$1,125,000 including match or equal to \$750,000 of federal aid based on the following restrictions; the first \$625,000 of project cost must match at a minimum of 20% (\$125,000), the next \$500,000 of project cost has a minimum match of 50%. The Sponsor is to pay 100% of the remaining cost above the \$1,125,000. Sponsors are awarded additional points for overmatching (See Section-8.4).*

**1.6 STATEMENT OF INTENT TO FUND, PURSUE REASONABLE PROGRESS AND MAINTAIN**

\_\_\_\_\_  
(PROJECT NAME or TITLE)

I, the undersigned, do hereby affirm that,

\_\_\_\_\_  
(PROJECT SPONSOR)

hereafter known as “Sponsor”, will; 1. Provide all necessary matching funds for federal oversight, state and federal agency approvals, design, construction, and if necessary additional cash funds to pay for construction change orders or overruns; 2. Pursue reasonable progress to implement the project per the Transportation Enhancement Program Policy for all tasks under control of the Sponsor; 3. Provide for long-term maintenance to sustain the proposed **Transportation Enhancement** project, and assume legal liability for the project. Sponsor also affirms that use of federal enhancement funds will result in a fully completed and functional project, as described in the application, for use by the general public on a not-for-profit basis, and that adequate enforcement regulations and support will be provided to maintain accessibility. Finally, Sponsor affirms to abide by all requirements of **Federal Aid Highway** projects, including, but not limited to, environmental regulations, labor and civil rights laws, applicable federal design standards, and will adhere to all applicable laws, ordinances and fiscal management standards.

Sponsor acknowledges Enhancement funds come from a state-administered, federal reimbursement program; that UDOT collects and administers all funds. Sponsor also understands projects are to be bid for construction within two years from approval of the Statewide Transportation Improvement Program or the project may be subject to corrective actions or recommended to be canceled by UDOT, in which case the Sponsor shall pay for additional administrative program costs or all accrued project costs without federal fund cost sharing.

(The signee below must have authority for and in behalf of the application Sponsor.)

\_\_\_\_\_  
Name (Type or Print Legibly)

\_\_\_\_\_  
Attest

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **1.7 ENHANCEMENT CATEGORIES BY GROUP**

*Check all that apply. Enter approximate percentage of project cost estimated for that category. A project may be awarded additional points if multiple categories apply, provided that the applicant effectively demonstrates how each will complement one another and is significant (>15% of project total cost).*

### **Bicycle and Pedestrian**

- ☐ 1- \_\_\_\_% Facilities for pedestrians and bicycles, check system type below  
\_\_\_\_ Major Regional system    \_\_\_\_ Local/Link to Regional    \_\_\_\_ Local System
- ☐ 2- \_\_\_\_% Educational safety activities for pedestrians and bicyclists
- ☐ 3- \_\_\_\_% Abandoned railway conversion use for pedestrian and bicycle trails

### **Scenic and Natural Resources**

- ☐ 4- \_\_\_\_% Scenic/historic highway programs, including tourist and welcome centers
- ☐ 5- \_\_\_\_% Acquisition of scenic easements and scenic or historic sites
- ☐ 6- \_\_\_\_% Landscaping and other scenic beautification
- ☐ 7- \_\_\_\_% Control and removal of outdoor advertising
- ☐ 8- \_\_\_\_% Water pollution mitigation from highway runoff, including projects that reduce vehicle-caused wildlife mortality, while maintaining, re-establishing or enhancing habitat connectivity

### **Historic and Archeological**

- ☐ 9- \_\_\_\_% Historic preservation of surface transportation related facilities
- ☐ 10- \_\_\_\_% Rehabilitation and operation of historic transportation buildings, structures or facilities
- ☐ 11- \_\_\_\_% Archaeological planning and research
- ☐ 12- \_\_\_\_% Establishment of transportation museums

**1.8 EXECUTIVE SUMMARY** *Provide a concise overview within the remaining space provided on this page only answering the “Technical Scope or what” is your project. Other sections are provided for the benefits and users of the proposed project. When possible list quantity details such as project length, area improved, improvement to resource etc.*



## **2.0 APPLICATION INVENTORY**

**2.1** Please check the appropriate box for each question or cross out if Non Applicable. You may insert a sentence of explanation for “No” answers in the space provided below that question:

Application has required registration number (07-PTE XXX)? Yes ☐ No ☐

Has the applicable UDOT region office been contacted? Yes ☐ No ☐

For historic resources only: have you contacted the SHPO? Yes ☐ No ☐

Will the project be open to the public for at least 25 years? Yes ☐ No ☐

Will a fee be charged for public access? If yes, how much? Yes ☐ No ☐  
If yes, explain how the fees charged will be used.

➤ Is the project a component or extension of a  
previously awarded transportation enhancement project?  
If so, give the project number: STP-\_\_\_\_\_ Yes ☐ No ☐

➤ Does all right of way necessary for the project fall within  
public ownership or lease? Yes ☐ No ☐

➤ Does the project sponsor own all of the right of way/property? Yes ☐ No ☐

➤ If right-of- way/land acquisition is necessary, has the owner  
signed a letter of understanding & intent to sale the property? Yes ☐ No ☐

➤ If no, does the applicant have an option on the property  
executable within one year of application? Yes ☐ No ☐

➤ Have utilities been Blue Staked for critical areas? Yes ☐ No ☐  
If yes, list those areas or limits of survey:

➤ Have utilities been contacted or consulted on the project? Yes ☐ No ☐

## **2.2 Sponsor Experience with any Federal Aid Programs**

*Briefly describe sponsor's experience with federal funded programs. Include specific staff by name if assigned to this project.*

### 2.3 Environmental and Cultural Resource Inventory

The TE program is intended for projects that required only a Categorical Exclusion Environmental Clearance. If the project involves any of the following natural or cultural items the applicant may be required to meet with UDOT to confirm application eligibility, or to obtain specific permits and clearance forms to ensure compliance with local, state and federal requirements, or fund the Environmental Phase prior to obtaining matching federal funds.

Will the project involve:

- |                                                      |                              |                             |
|------------------------------------------------------|------------------------------|-----------------------------|
| ➤ Historic buildings or archeological sites?         | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| ➤                                                    |                              |                             |
| ➤ Existing parks and recreation areas?               | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| ➤                                                    |                              |                             |
| ➤ Designated or undesignated wetlands and/or swamps? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| ➤                                                    |                              |                             |
| ➤ Canals, creeks or rivers?                          | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| ➤                                                    |                              |                             |
| ➤ Stream straightening and/or crossing?              | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| ➤                                                    |                              |                             |
| ➤ Lakes or ponds?                                    | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| ➤                                                    |                              |                             |
| ➤ Known hazardous materials and/or waste?            | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| ➤                                                    |                              |                             |
| ➤ Features under the 100-year flood elevation?       | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

For all “yes” answers, explain any measures needed to avoid negative impacts during or after the implementation of the project. You may use the remaining space on this page for expanded explanations.

**(7 POINTS) APPLICATION QUALITY** *No input required. You are allowed to delete all of the Blue Italics to provide additional space for your application information needed to support the above section only.*

*Applications may be awarded points for overall clarity and the use of new or innovative techniques. Clarity includes following the instructions, organization of the application materials and well-written but concise descriptions (no grammar, typographical or mathematical errors).*

### **3.0 (12 points) PROJECT PURPOSE, BENEFITS AND DIRECT AFFECTS**

*Use and arrange the spacing over next two pages as needed to answer section 3&4. Do not exceed two pages.*

#### **3.1 Describe the fundamental purpose and need for the proposed project:**

*Why is there a project? The project purpose solves or meets a need of your community, county or state. Parts of this section may be redundant. That is OK. Section 3.1 is the most important sub section here and should be the foundation and support for the complete proposal.*

#### **3.2 Project Description: Provide a complete scope. What are the existing conditions, where is this project in relation to the greater area or system, linkage to destinations and the surface transportation system. Coordinate this section with Maps, illustration and photos provided.**

#### **3.3 Describe Direct Benefits and/or Affects of the project:**

Include any social, environmental, economic, system operations and other applicable elements.

*Note that the EAC will want to know why other possible alternatives are not available to meet your project purpose and need. You may want to address this issue in section 6.3 if not here.*

#### **3.4 Maps, illustrations, photos: Up to four standard borderless pages are allowed. Pages that fold over are not allowed. For trail way project include: Project map, area map showing context of project in larger area, illustrations of typical sections & plans, width, length, material types, and examples of existing conditions. All maps should clearly note: North direction, project beginning, end and length, generators, destination and linkage features as identified in other sections of your application. Maps may be illustrations or schematic in nature. TIP- some applicants incorporate typical sections on project area maps leaving more space to show other project existing features, needs and illustrations of improvements.**

#### **4.0 (10 points) Safety:**

*Are there safety elements or issues of this project addresses or corrects?*

## **5.0 (10 Points) QUALITY OF LIFE ENHANCEMENT and/or INDIRECT AFFECTS**

*Describe improvements: Social or estimated economic affects, health, environmental, aesthetic or historic value the project provides, how it may complement existing efforts and the overall feasibility of the long-term goal(s) of master planning or community vision.*

## **6.0 (14 Points) –PROJECT SIGNIFICANCE/IMPORTANCE** (All groups)

**6.1** What sets your project apart as a priority: *Communicate how this is a priority from other potential projects in your city or county. Is there a one time or development timing opportunities, consensus of community or public agencies that this project is the top priority?*

**6.2** How does the proposed project coordinate with existing local, regional or statewide long-range plans? *TIP- You should provide a Community Transportation or Master Plan of facility in a separate CD or submittal for the EAC to review. If this is part of a larger facility, you should provide the overall vision of that plan in a separate CD or submittal.*

### **6.3 Project Potential**

#### **6.3.1 Access to Proposed Resource:**

Estimate number of people who will use or benefit from this project in a typical year?

Explain your logic and/or calculations: *If numbers are dependent on future development, provide when that development is expected and what percentage of total community growth this represents.*

Estimate total population size within 1-mile of the project area?

Explain how this is or is not a factor in your project benefits: *TIP –If not already provided, explaining demographics of temporary or permanent populations could support statements or numbers of higher use for the proposed resource for this and the above question.*

**6.3.2 Project Function:** *Provide all information under the sub-group. Coordinate information with the maps, photos and illustrations section. How and when is your project resource used for each of the following sub-groups that were indicated in section 1.7.*

**6.3.2a Bicycle and Pedestrian Group** (Mark NA if needed)

*TIP: list trip origination, link from or links along project and destination or link to other trail system. Have you explained why other alternate routes are not reasonable or available? How does your project meet the transportation demand of the community?*

Target user

**% Commuter=** \_\_\_\_\_ **% Recreational/Tourist=** \_\_\_\_\_

Is trail expected to be maintained year round? \_\_\_\_\_ *TIP - You can answer with a yes or no. Adding a sentence of why could get you a few more points.*

**6.3.2b Scenic and Natural Resources Group** (Mark NA if needed)

*List any scenic byway, existing or proposed view sheds enhanced by this project. Why should this be a priority over a similar proposal? What make this an asset to the community?*

**6.3.2c Historic and Archeological Group** (Mark NA if needed)

*List any local, state or federal agencies connected or supporting this project. Why should this be a priority over a similar proposal? What make this an asset to the community?*

## **7.0 (12 Points) PUBLIC SUPPORT, INVOLVEMENT AND PARTNERSHIPS**

*Describe the public involvement outreach activities completed, or planned, to gain support and sustain use of this project resource. Describe any partnerships that will be developed as part of this project. Describe any anticipated opposition to the project and how that opposition will be addressed. Do not exceed this page to complete section 7.*

**8.0 APPLICATION FUNDING** *All costs exceeding proposed budget are paid 100% by the sponsor. The Cost Summary Table below is to remain on this page only to the format provided. Changes to task names are allowed when approved by the Program Engineer.*

**8.1 (9 Points) Synergy**

*The EAC encourages projects to team up. Is the sponsor partnering with other state, federal, public or private groups for funding? Is this project part of or combined with another surface transportation project? List any other federal programs funding this project such as; Safe Routes to School, CMAQ or any of the STP roadway program funds.*

*If you combine this project with a City or County funded project it may require you to follow some or all of the federal regulations for the combined projects.*

**8.2 Cost Estimate Summary:**

List the major project costs in the table provided below. Not all budget categories may apply to all projects. Flexible or Soft match may come from the applicant's resources or from a third-party in-kind donation as property, materials, labor or cash.

<b>Project Items</b> <b>Format shown for Traditional</b> <b>Transportation Project. Modify as</b> <b>needed for Non-Traditional Projects.</b>	<b>Total Task</b> <b>Cost &amp; Value</b>	<b>Cash</b> <b>Expenses</b>	<b>Soft Match,</b> <b>Donations &amp;</b> <b>Contributions</b>	<b>Project non-</b> <b>eligible items</b> <b>paid 100% by</b> <b>sponsor</b>
1. Right of Way Acquisition	\$	\$	\$	\$ Area resold for alternate use
2. UDOT Oversight \$5-k minimum (Recommend 3 to 5 % of items 3-6 below)				
3. Design/Preliminary Engineering (No more than 15% of items 4-6 allowed for federal funding)	\$	\$	\$	\$ Cost exceeds 15% limit.
4. Utility Relocation* (Local Government Franchise Agreements may not govern.)	\$	\$	\$	\$ Utility work not project required
5. Labor/Construction /Materials, use current UDOT price recommendation	\$	\$	\$	\$ Cost over limit
6. Construction Inspection/Certification (5% to 15% of items 4 & 5 above)	\$	\$	\$	\$ Cost exceeds 15%
7. 5% inflation per year on items 4-6 (3 year limit)	\$	\$	\$	\$
8. 25% Contingency required for budget on items 4 & 5. 15% if project already has Environmental Clearance	\$	\$		\$
<b>FEDERAL FUNDS</b> \$_____	\$	\$	\$	\$
<b>SPONSOR CASH</b> \$_____	Box1= Box 2	[Box2]	[Box3]	[Box4]
<b>FLEXIBLE MATCH</b> \$_____	+ Box 3	Total Cash	Total Soft	Expenses in
<b>APPLICATION MATCH</b> _____%	<b>TOTAL</b>	<b>Budget</b>	<b>Match &amp;</b>	<b>this column</b>
	<b>PROJECT</b>		<b>Donations</b>	<b>may or may not</b>
	<b>VALUE</b>			<b>count as match</b>
	<b>(TPV)</b>			

### 8.3 Critical Funding Check:

#### 8.3.1 Determine maximum Federal Aid request for the application;

Max Federal Aid if application is \$625,000 or less in Box 1  
=  $0.8 \times \text{Box 1}$  = \_\_\_\_\_

Max Federal Aid if application is greater than \$625,000 in Box 1  
=  $(\text{Box 1} - 625,000 / 2) + \$500,000$  = \_\_\_\_\_

State the maximum Federal Aid this application can request = \$ \_\_\_\_\_

*You may end up not requesting the maximum.*

#### 8.3.2 Determine the Project Cash Demand (PCD) and if additional cash is required to fund all cash requests:

Attach an additional sheet detailing the costs described above. Clearly identify what the project will have to pay for in cash. Then determine the **Project Cash Demand** (PCD) defined as: The total of the cash items plus contingency on all items requiring cash funds to produce the project. If applicable, describe all local groups/agencies that will complete work as part of the applicant's plan as a donation or are expecting a cash re-imbursement.

State your Project Cash Demand PCD = \$ \_\_\_\_\_

State the Federal Aid this application is requesting = \$ \_\_\_\_\_ *Make sure this is the same number that is listed in the summary table section 8.2*

Minimum cash required in addition to Federal Aid requested =  $\text{PCD} - \text{Federal Aid}$  = \$ \_\_\_\_\_

This is the minimum cash the Sponsor(s) will need to fully fund the project expenses. Applicants may elect to add cash beyond the minimum to over match and be awarded additional points.

Calculate application match percentage.

Let \$s = Sponsor supplied cash + soft match value

Let TPV = Total Project Value or Box 1

Applicant match percentage =  $\$s / \text{TPV} \times 100\%$  = \$ \_\_\_\_\_

**8.4(10 Points) Application Over Match:** *No input is required for this section. Applications must match 20% minimum for any project expense. Applications can earn up to 10 points in 0.1 point increments up to a 40% over match. The EAC has established matching fund requirements based on the following formula.*

*Project costs from \$50,000 up to \$625,000 are matched 80% by federal funds or for a maximum federal aid request of \$500,000.*

*Example of the largest project that can be matched at 80% is \$625,000;*

*80% x \$625,000 = \$500,000 Federal aid. Sponsor provides 20% or \$125,000.*

*Project costs above the \$625,000 are matched 50% by federal aid to a maximum of \$1,125,000.*

*Example for the largest project of \$1,125,000;*

*(\$1,125,000 - \$625,000) x 50% = \$250,000 Federal Aid. Sponsor provides 50% match on that portion or \$250,000. The total federal aid is then \$500,000 + \$250,000 = \$750,000  
The Sponsor pays \$125,000 + \$250,000 = \$375,000.....(33% match worth 6.7 points)  
Sponsors pay 100% of project costs above \$1,125,000.*

*How are extra points calculated?*

*((Total Sponsor Cash+ Flex Match) / Box-1) x 100% - 20%) / 2% = Additional points*

*Example:*

*Say Box-1 = \$800,000*

*The Sponsor is providing \$140,000 in cash + \$100,000 in flex match value*

*Then (\$140,000 + \$100,000) / \$800,000 x 100% = 30%*

*Now (30% - 20%) / 2% = 5.0 additional points awarded to application. 10 points max possible.*

*The average past application match has been 25%. The EAC funds several projects each year at the 20% minimum.*

Name and title of individual who prepared the cost estimates for this project:

<b>Printed Name of Preparer</b>	<b>Title</b>	<b>Phone Number</b>
<b>Preparer's Signature</b>	<b>Date</b>	

## **9. LONG-TERM MAINTENANCE**

List entity responsible for the short- and long-term project maintenance if other than sponsor\_\_\_\_\_. Identify all maintenance participation. Attach supporting documentation to this application if needed. Will the Sponsor(s) be able to maintain the project for a minimum of 25 years? Yes ☐ No ☐

List major maintenance activities in the table below:

<b>Maintenance Task</b>	<b>Task Cost</b>	<b>Frequency</b>	<b>Annual Cost</b>
1.	\$		\$
2.	\$		\$
3.	\$		\$
4.	\$		\$
5.	\$		\$
<b>TOTAL ANNUAL MAINTENANCE COST</b>			<b>\$_____</b>



**10. PROJECT SCHEDULE** *All applicants are required to submit a schedule of implementation. For non-traditional or education projects, the applicant should indicate major milestones and show that funds can be fully expended 30 months after approval of the STIP. Use the format below to indicate major milestones.*

UDOT DESIGN PROCESS	DEADLINE TO COMPLETE	
Implementation Schedule	After STIP Approval	
	CUMMULATIVE	
<b>STANDARD SCHEDULE DATES</b>		
1. Project Programmed by UDOT and STIP Approved	Month 0	<u>15 OCT 07</u>
2. Cooperative Agreement (COOP) Executed (MS 705)	Month 3	<u>15 JAN 08</u>
<i>Sponsor Match due for 20% of Design Cost</i>	<b>Month 3</b>	<b><u>15 JAN 08</u></b>
3. Commence Engineering or Contract (Task 01D)	Month 6	<u>15 APR 08</u>
4. Environmental & Preliminary Plan Accepted (Task 25D)	Month 12	<u>15 OCT 08</u>
5. Environmental Approval required to proceed (MS 720)	Month 14	<u>15 DEC 08</u>
6. Right-of-Way Plans Submittal (Task 45P)		
<i>Sponsor's Match due only for Right of Way if needed</i>	<b>Month 16</b>	<b><u>15 FEB 09</u></b>
7. Plans, Specifications & Estimate Submittal (PS&E Task 70P)	Month 18	<u>15 APR 09</u>
8. Plans, Specifications & Estimate Approval (PS&E Task 80P)	Month 20	<u>15 JUN 09</u>
9. Submit Project for Advertising and Construction (MS 735)	Month 23	<u>15 SEP 09</u>
<i>Sponsor's remaining Match and added funds due</i>	<b>Month 23</b>	<b><u>15 SEP 09</u></b>

**Option –1 Project starts October 2007 and bids no later than spring 2010**

*All Enhancement projects currently on the STIP or applications awarded funding in this current application process that do not advertise for construction by spring 2010, risk losing federal funds if the Enhancement program is not funded in the next Federal Transportation Bill.*

**Option –2 Project bids on an accelerated schedule prior to fall 2009:**

*At this time, UDOT anticipates federal funds to be available for project construction that propose an accelerated schedule.*

## APPENDIX-A

## DETAIL COST ESTIMATE FOR:<INSERT PROJECT TITLE>

[illegible]

## APPENDIX-B

Provide a maximum of five letters of support for application. The UDOT Region Director letter is required.

List all letters of support on this page

1-UDOT Region Director Letter (Required)

2

3

4

5

6

7

8

9

## APPENDIX-C

UDOT Central or Region concept overview analysis:

### ENVIRONMENTAL

Recommendations to reduce impact or risk

### TRAFFIC AND SAFETY

Recommendation or Concurrence for project on UDOT Right -Of -Way

Additional items recommended

### PRECONSTRUCTION

Viability

### RIGHT OF WAY

Are easements needed?

### UTILITY RISKS

Mitigation recommendation

Risk analysis

## **ADDITIONAL INFORMATION AND ASSISTANCE**

**For information or assistance on the enhancement process, please contact:**

Utah Department of Transportation  
4501 South 2700 West  
Box 143600  
Salt Lake City, Utah 84114-3600

Brett Hadley, P.E., Enhancement Program Administrator  
(801) 965-4366 or [bhadley@utah.gov](mailto:bhadley@utah.gov)

George Deneris, P.E. Enhancement Program Engineer  
(801) 957-8520 or [gdeneris@utah.gov](mailto:gdeneris@utah.gov)

Sharon Briggs, Bike/Ped. Planner  
(801) 964-4564 or [sbriggs@utah.gov](mailto:sbriggs@utah.gov)

Terry Johnson, Scenic & Environmental  
(801) 965-4598 or [terryjohnson@utah.gov](mailto:terryjohnson@utah.gov)

**For Right of Way questions:** UDOT Right of Way Division, Craig Fox (801) 965-4217 or [craigfox@utah.gov](mailto:craigfox@utah.gov)

**For project coordination and technical assistance on UDOT costs and Design Control requirements, please contact the appropriate UDOT Region Director:**

### **UDOT REGION OFFICES**

#### **Region 1**

Cory Pope, Region One Director  
169 North Wall Ave, P.O. Box 12580  
Ogden, UT 84412  
(801) 620-1640

#### **Region 2**

Randy Park, Region Two Director  
2060 South 2400 West  
Salt Lake City, UT 84104  
(801) 975-4844

#### **Region 3**

Tracy Conti, Region Three Director  
658 North 1500 West  
Orem, UT 84057  
(801) 227-8001

#### **Region 4**

Dal Hawks, Region Four Director  
1345 South 350 West  
P.O. Box 700  
Richfield, UT 84701  
(435) 893-4700

**For coordination within urbanized areas, please contact your Metropolitan Planning Organization:**

#### **Wasatch Front Regional Council**

*Salt Lake, Davis, Weber Counties Urbanized Area*

Ben Wuthrich  
295 North Jimmy Doolittle Road  
Salt Lake City, UT 84116 (801) 363-4230 ext - 121

#### **Cache Metropolitan Planning Organization**

*Logan/Cache Urbanized Area*

Jay Aguilar  
179 N. Main, Ste. 305E.  
Logan, UT 84321  
(435) 716-7154

#### **Mountainland Association of Governments**

*Provo/Orem/Utah County Urbanized Area*

Shawn Seager  
586 East 800 North,  
Orem, UT 84097-4146  
(801) 229-3800

**Dixie Metropolitan Planning Organization**

*St. George Urbanized Area*

Lowell Elmer  
1070 West 1600 South  
St. George, UT 84770  
(435) 673-3548

**Associations of Governments for Non-Urban Projects:**

**Bear River AOG** (435) 752-7242

Logan, UT (*Box Elder, Cache and Rich Counties*)

**Five County AOG** (435) 673-3548

St. George, UT (*Beaver, Garfield, Iron, Kane and Washington Counties*)

**Mountainland Association of Governments**

Orem, UT (801) 229-3800  
(*Summit and Wasatch County, Utah County non-urbanized area*)

**Six County AOG** (435) 896-9222

Richfield, UT (*Juab, Millard, Piute, Sanpete, Sevier, and Wayne Counties*)

**Southeastern AOG** (435) 637-5444

Price, UT (*Carbon, Emery, Grand, and San Juan Counties*)

**Uintah Basin AOG** (435) 722-4518

Roosevelt, UT (*Daggett, Duchesne and Uintah Counties*)

**Wasatch Front Regional Council** (801) 363-4250

Salt Lake City, UT (*Morgan County, Tooele County*)